

# JOB OPPORTUNITY

## STATE OF CALIFORNIA

### CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



**CLASSIFICATION:** Associate Development Specialist (P/FT)  
Salary \$3,764 - \$4,576

**DATE:** June 23, 2000

*Position may be downgraded for recruitment purposes  
Training and Development candidates are encouraged to apply*

**LOCATION:** Division of Economic Development, San Diego Regional Office

**FILING DEADLINE:** July 7, 2000 or until filled

**JOB DUTIES:** Under the general supervision of the Director and Deputy Director, the incumbent will serve as the liaison for specific industry clusters, which could include the hi-tech, telecommunications, aerospace, automotive or defense sectors within the region, and perform a variety of complex duties, working independently and exercising a high degree of personal initiative. Specific duties include:

- Assist in the location and/or retention/expansion of industry facilities in the State.
- Meet with industry representatives and major business organizations to identify problems that affect the business climate for specific industries in California.
- Represent the San Diego Regional Office at meetings with public and private agencies for the purpose of information exchange.
- Provide advice, information, and technical assistance to businesses and individuals with an expressed interest in specific industry issues.
- Plan, organize, and conduct research and special studies, document data and findings, and propose recommendations.
- Review legislation that affects business conditions and development in the State and prepares position statements.

#### DESIRED QUALIFICATIONS:

- Government or private sector experience in local economic development;
- Background in State programs useful to businesses;
- Knowledge of economic development principles and recent legislation that has impacted the business community;
- Problem solving abilities;
- Ability to develop working relations with industry representatives;
- Ability to make public presentations; and
- Excellent written and oral communication skills.

*It is the responsibility of applicants to provide evidence of eligibility for appointment in this job class. Provide written statement in #12 of the STD. 678 indicating by what means you meet appointment eligibility requirements; i.e. Notice of Personnel Action, Report of Appointment, Final Notice of Examination Result, Notice of Designation as SROA, etc.*

Contact: Joan Dean  
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#### PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency  
Division of Economic Development  
San Diego Regional Office  
750 B Street, Suite 1830  
San Diego, CA 92101  
Attention: Joan Dean  
**RPA #00-173**